



**CONFIDENTIAL CREDIT APPLICATION**

1. COMPANY NAME: \_\_\_\_\_  
TRADING NAME: \_\_\_\_\_
2. BUSINESS ADDRESS: \_\_\_\_\_  
Phone No.: (\_\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_  
Are these premises: At home  Rented  Owned
3. REGISTERED OFFICE: \_\_\_\_\_  
ABN: \_\_\_\_\_ ACN: \_\_\_\_\_
4. POSTAL ADDRESS: (If not as above) \_\_\_\_\_  
\_\_\_\_\_
5. BANKERS: \_\_\_\_\_ BRANCH: \_\_\_\_\_
6. DATE BUSINESS ESTABLISHED: \_\_\_\_\_
7. TYPE OF BUSINESS: \_\_\_\_\_
8. TRADE REFERENCES: (Three required)

Company Name	Telephone	Email
a.		
b.		
c.		

9. NAMES AND PRIVATE ADDRESSES OF DIRECTORS OR PARTNERS:

Director/Partner	Address

I/We declare the above facts to be true in every respect and apply to open a credit account with your company for approximately \$\_\_\_\_\_ and should it be granted, undertake to settle your account as per your Terms and Conditions. Should the account exceed your trading terms, we acknowledge that a late fee may apply. We acknowledge that the Director or Trustee of our company shall be liable on the account and that in addition, the assets of the Director or Trust shall be available to meet payment of this account.

Signed: \_\_\_\_\_ Position Held: \_\_\_\_\_ Date: \_\_\_\_\_



## **GUARANTEE**

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COMPANY/TRADING NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

### GUARANTOR/S

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20

(For use if the Guarantor is a person, not a company or corporation. Signature of Guarantor to be witnessed by an adult person)

SIGNED by the GUARANTOR \_\_\_\_\_

In the presence of: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20

(For use if the Guarantor is a person, not a company or corporation. Signature of Guarantor to be witnessed by an adult person)

SIGNED by the GUARANTOR \_\_\_\_\_

In the presence of: \_\_\_\_\_



## **PROJECT PROCESSES**

Tranzblast Coating Services endeavours to provide a complete service for the treatment of structural steel.

To enable a smooth and successful outcome for each of our projects, we have implemented procedures for each of our sectors.

### **Quotation**

Quotation requests are to be directed to Noel Rookwood. We respectfully ask that sufficient notice for these requests is given to take into consideration the high volume received.

Noel's contact details are: [noel@tranzblast.com.au](mailto:noel@tranzblast.com.au) or telephone 07 3271 3100

### **Purchase Order**

Upon acceptance of our quotation/tender, it is required that you forward a detailed purchase order.

Information that is essential on the purchase order is as follows:

- Customer Name
- Order Number
- Project Name
- Tranzblast Quotation Number
- Required Date
- Details of system/specification

Purchase Orders can be emailed to: [office@tranzblast.com.au](mailto:office@tranzblast.com.au)

### **Goods Inward**

Each and every load delivered to our premises must be accompanied by an incoming delivery docket.

Information that is essential on the incoming delivery docket is as follows:

- Customer Name
- Project Name
- Customer Purchase Order Number
- Tranzblast Quotation Number
- Required Date
- Details of system/specification
- Full Mark Number List for each load
- Dependant on the rate quoted, tonnage or square metres for each load

### **Production**

All production enquiries may be directed to Brett Clouston (Swampy): [brett@tranzblast.com.au](mailto:brett@tranzblast.com.au) or telephone 0413 004 604

### **Quality Control**

All Quality Control enquiries may be directed to [qc@tranzblast.com.au](mailto:qc@tranzblast.com.au) or telephone 07 3271 3100

### **Goods Outward**

Should you require your steelwork to be despatched in a load different to the incoming format, it is required that a load list be provided.



### **PROJECT PROCESSES cont'd**

The delivery load list must contain the following information:

- Customer Name
- Project Name
- Customer Purchase Order Number
- Tranzblast Quotation Number
- Required Date
- Full Mark Number List for each load
- Dependant on the rate quoted, tonnage or square metres for each load
- An Expeditor must be present for all steelwork being delivered outside the Brisbane, Gold and Sunshine Coast and Toowoomba regions. Loads will not be granted authorisation to be despatched without the approval of the Expeditor

Each and every load despatched from our premises must be accompanied by a Tranzblast despatch docket.

All Goods Outward enquiries may be directed to Ian Ashbrook (Transport Manager) 0409 890 902

### **Crane Hire**

All Crane Hire enquiries may be directed to Paul Vernon: telephone 0432 569 646

Please ensure that Purchase Order Numbers are provided upon booking crane hire. It is also a mandatory requirement that should Dogmen/Riggers be supplied by the customer, licences are presented to the Crane Operator prior to operation/s.

### **Contractor Works on Site**

All contractors requiring access to Tranzblast Coating Services (Aust) Pty Ltd; as the "Person Conducting a Business or Undertaking (PCUB) worksite or site whereby Tranzblast Coating (Aust) Pty Ltd (PCUB) is performing majority of the work, are required to complete the "Contractor Handbook Induction Safety Manual".

All contractor/s and visitor/s are to report to Reception and complete the visitor registration documentation before entering any workplace.

- All contractor/s and visitor/s who wish to enter Tranzblast Coating Services (Aust) Pty Ltd workplace or specified locations of the workplace will obtain the prior permission of the relevant workplace manager or supervisor.
- All contractor/s and visitor/s who wish to enter the workplace must wear covered foot ware.
- Contractor/s and visitor/s will not be permitted to move around workplace unaccompanied unless authorised to do so.
- Contractor/s and visitor/s are not permitted to enter the workshop floor unaccompanied unless authorised to do so.
- Prior to being authorised to enter the workplace, all contractor/s and visitor/s are explained the nature of hazards within the workplace and must be instructed in emergency evacuation procedures. It is important that the promotion of a safety culture within the workplace is transferred to the contractor/s and visitor/s by way of contractor/visitor induction.

All Health and Safety enquiries may be directed to [safety@tranzblast.com.au](mailto:safety@tranzblast.com.au) or telephone 07 3271 3100

We thank you in advance for your support with our procedures which will enable a smooth process for projects.



## **TERMS AND CONDITIONS**

### **Quotation/Tender**

Unless otherwise stated, Tranzblast Coating Services' quotation or tender will be valid for a period of thirty (30) days from date of issue. The date of acceptance shall be the date upon notice in writing or receipt of a purchase order.

### **Terms of Payment**

All new accounts are subject to a probationary period whereby the terms of payment are strictly 7 (seven) days from date of invoice. After this probationary period has been satisfactorily sustained, the debtor will be invited to have the length their trading terms re-evaluated.

For accounts that have reached their anniversary, unless otherwise specified on the invoice, terms of payment are strictly thirty (30) days from the end of the month in which the goods are invoiced.

Should accounts exceed the specified terms of payment, Tranzblast Coating Services may hold and cease works on current projects until at which time the account is settled. Tranzblast Coating Services is eligible to employ the services of a Collection Agency to recover costs. All subsequent costs will be incurred by the debtor.

Queries on invoices are to be received by way of written communication within seven (7) days of receipt of invoice.

### **Receipt of Steelwork**

It is the responsibility of the client:

- a. To supply detailed delivery dockets with each and every load being received by Tranzblast.
- b. To provide detailed written notification of treatment areas.
- c. To remove, cover or protect areas of steelwork not requiring treatment. We request that this be done prior to work commencing treatment. We cannot be held liable for damage to such items if they are not removed or protected after such a request.

### **On Site Inspections**

Shall inspections of any kind be carried out on Tranzblast Coating Services' premises or any other premise or property undergoing works by Tranzblast Coating Services, appointments must be arranged prior to inspecting.

### **Despatched Steelwork**

The customer is responsible for immediate examination of steel upon delivery and any deficiency or damage must be reported to the firm in writing within seven (7) days of its receipt. No claim for such damages or deficiency will be entertained unless made within the stated period.

### **Payment**

Bank details for EFT payments:

**Branch Number: 064 445**  
**Account Number: 10 557 834**  
**Account Name: Tranzblast Coating Services (Aust) Pty Ltd**

**Customer Initial** \_\_\_\_\_